



**MONTANA**  
**SCHOOL** *for the*  
**Deaf & Blind**

*giving kids the building blocks to independence*

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
406.771.6000 V/TTY  
406.771.6164 FAX  
[www.msdb.mt.gov](http://www.msdb.mt.gov)

**DEPARTMENT:** Montana School for the Deaf and the Blind

**DIVISION:** Residential

**JOB TITLE:** Cook

**STARTING SALARY:** \$10.35 per hour

**BENEFITS:** Full Insurance Package

**START DATE:** November 30, 2014

**LOCATION OF JOB:** Montana School for the Deaf and the Blind

**SUPPLEMENT REQUIRED:** No

**STATUS:** Full Time Permanent

**PAY BAND:** 3

**POSITION NUMBER:** 51303801

**BARGAINING UNIT:** UFCW #8

**CLOSING DATE:** November 21, 2014 or when filled

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**TYPICAL DUTIES:** The Cook works under the direct supervision of the Supervising Counselor/Food Service Manager. Must be able to plan, organize, prepare, cook and serve food (for students/staff and public) for the lunch room, cottages (put in food cart), various formal and or informal meals, provide items as need per the needs of the program and in varying quantities. Assure meals are served on time and meals served that are appealing to the eye, smell and taste. Maintain facility cleanliness, safety and sanitary conditions and ensure sanitation standards are met at all times, accepts responsibility and helps others for and with general cleaning. Assist in ordering food, supplies as well as stocking shelves and cleaning storeroom etc. Responsible for inventory control, food safety and follow the first in first out procedure. Assist in making sure all snacks, sack lunches, special requests are completed on a timely basis. Operate commercial kitchen equipment including mixer, slicer, dishwasher, ovens and other equipment when necessary. Submit documents i.e. production records, food orders, temperature sheets etc. Knowledge or willing to learn and adhere to health and safety policies and USDA Federal dietary guidelines for School Nutrition, USDA portion control and other policies required. Attends workshops and or training in related areas (serve safe, dietary guidelines, HACCP, portion control, required paperwork, cost effective ways and or new ways to serve items etc) whenever possible and when program needs allows. Maintain work habits that are safe in terms of preparation and handling of foods and assuring sanitation of equipment and facilities. Strives for good positive relations with students, co-workers, supervisors and community, accepts constructive criticism, has an interest in children nutritional needs, possesses organizational skills and basic computer skills, ability to read recipes and when necessary calculate amount needed for varying numbers of students and staff. Understanding the importance of taking the initiative to perform routine duties independently. Other duties as assigned.

**SKILL AND KNOWLEDGE:** Must be able to work cooperatively with other program staff. The successful candidate will be required to have or learn basic sign language skills to communicate with deaf staff and students. New employees hired after July 1, 2012 must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated

through the Sign Language Proficiency Interview. New employees to this position must meet the Target Skill level Standard of “Survival Plus” within 3 years of the date of hire. General knowledge of working in a food service establishment is highly desirable. Understanding of kitchen sanitation and safety is desired. Knowledge of USDA dietary requirements preferred.

**EDUCATION AND EXPERIENCE:** A high school diploma or equivalency is required. Previous experience of working in the food service industry is highly desirable. Serve Safe Certified preferred, but not required. Other combinations of education and experience which would provide required knowledge, skill and ability will be evaluated on an individual basis.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, stoop and kneel. The employee is regularly required to use sign language to communicate with students and staff and occasionally required to utilize word processing equipment both of which result in the repetitive motion of hands and arms. The nature of the work requires the employee to walk or stand for a majority of their shift. The employee must occasionally lift and/or move up to 50 pounds. The work environment consists of an 18 acre campus with 4 buildings housing the education program and 3 buildings housing the residential program. This position may require frequent and independent travel between all buildings. Must be able to work weekends and on occasions evenings as late as possibly 7:00 pm depending on needs of program.

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to see/hear respond to fire alarms and provide instructions with verbal/sign language commands for the safe evacuation of students.

Must be able to tolerate extreme weather conditions and exposure to unpleasant sights, sounds, and smells depending on individual student and program needs. Must be able to maintain composure under stress and not be easily physically or verbally intimidated or provoked by students as they may be unpredictable, uncooperative, demonstrate physical aggression, or serious, injurious behavior.

**ACCOMMODATIONS:** The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant’s ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

**EMPLOYMENT PREFERENCE** - The Veterans Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, PD-25A, available through your local Montana Job Service Workforce Center or the State of Montana Employment Information Website at: <http://mt.gov/stateiobs/stateiobs.asp> . You must also provide the appropriate documentation of eligibility with the application. The required documentation may include a DD~214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service Workforce Center.

**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an “Applicant Release Form” must be completed and signed as part of the application.

**MONTANA COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT** — In accordance with the Montana Compliance with Military Selective Service Act, men selected for state government employment must produce documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a man was not required to register, or information showing by a preponderance of evidence that a man’s failure to register with Selective Service was not done knowingly or willfully.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver’s license or other picture I.D., a United States passport or a green card.

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant’s qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 04/09). Portions of the application may be photocopied if legible.
2. References from previous employers.
3. Applicants claiming the Handicapped Person’s Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

**INQUIRIES AND REQUEST FOR APPLICATION:** Any Montana Job Service, locally 1018 7<sup>th</sup> Street South, Great Falls, Montana, 406-791-5800 or the Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana, 406-771-6000.

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The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000